

**SOUTHEASTERN UTAH ASSOCIATION OF LOCAL GOVERNMENTS
RATING AND RANKING POLICIES
PROGRAM YEAR 2008/2009**

ALLOCATION POLICIES: The following set-asides are established for the 2008/2009 funding year.

- \$185,000 will be set-aside to fund the following district-wide housing rehabilitation programs operated by the Southeastern Utah Association of local Governments: 1. \$150,000 to provide repairs to the homes of residents throughout the District, either as a stand alone fund or in coordination with funds from the Olene Walker Loan Fund, Rural Development, or other sources. 2. \$35,000 for the operation of the District's housing rehabilitation programs funded by CDBG, HOME, RCED, State Critical Housing Needs, Rural Development, Olene Walker Housing Loan Fund, etc., by providing loan underwriting services, development of scopes of work, contractor supervision, and housing rehabilitation-repair technical assistance directly to clients and to other entities or agencies providing services to low income persons. 3. Operate the lead-based paint evaluation program for the district's housing rehabilitation activities, weatherization programs, and other agencies that serve low-income clients with housing and rehabilitation services
- \$70,000 will be set-aside to fund the district-wide planning and project development activities operated by the Southeastern Utah Association of Local Governments: 1. Production (including compiling data) of the District's required Consolidated Plan. 2. Production (including compiling data) of the economic development component of the District's Comprehensive Economic Development Strategy (CEDS). 3. Coordinate planning activities and efforts with the district's economic development practioners, chambers or commerce, travel councils, and the Southeastern Utah Economic Development District board; 4. Coordinate planning activities and efforts with the district's homeless coordinating committees, agencies providing services to person with disabilities, district housing authorities, and other non-profit and special service agencies that serve low-income clients. 5. Provide technical assistance to the district's CDBG grantees to ensure the successful completion of their projects. 4. Provide technical assistance to the district's homeless and affordable housing committees, and other agencies that serve low-income residents, for program development and funding opportunities.
- The remaining funds will be available for application on a district-wide basis for projects that address the needs/issues identified in the Consolidated Plan.
http://www.seualg.dst.ut.us/COMMDEV/2005_ConPlan/conplan.htm
- The state established minimum amount to be applied for per project is \$30,000
- The maximum amount to be applied for per project is \$100,000
- To comply with state policy, in order to be eligible to receive new funding, a grantee/sub-grantee must have drawn down at least fifty percent of their previous year's CDBG grant funds at the time of regional rating and ranking.
- Because of ongoing concerns about future funding for the CDBG program, applications for multi-year funding are not being accepted at this time.

GENERAL POLICIES

1. All applications will be pre-rated by the Rating Advisory Committee. This committee will consist of:

SEUALG Executive Director
Economic/Community Development Director
Housing Rehab Coordinator
Community Services Program Manager

Two additional representatives from community entities or organizations that aren't submitting an application

The Rating and Ranking Committee (RRC, consisting of the SEUALG Governing Board) will formally review the pre-rating, will rank the applications and award funding. The board may revise the ratings assigned to an application by the advisory committee if it finds the points were not given according to the criteria, or if it is aware of facts about the project which were unknown at the time of pre-rating and which would change the rating given. Results of the pre-rating process will not be made public or released to any applicant until after the formal RRC review has been completed.

2. If the RRC is aware of facts about a project or application which were unknown at the time of application or pre-rating, and make the project ineligible, the RRC may reject the assigned ratings and deny any ranking at all to the application.

3. Applications that indicate that additional non-CDBG monies will be used to fund the project will not be given points for the additional funding unless the applicant provides detailed documentation that the additional funding is committed and available in the amount needed. If (after rating and ranking) the additional funding becomes unavailable, the project must be re-ranked. The new ranking may place the project below another un-funded or partially funded project. In this case the CDBG grant award must be withdrawn and awarded to the next highest eligible applicant.

4. **Applications on behalf of sub-recipients (i.e., special service districts, nonprofit organization, etc.) are encouraged. However, the applicant city or county must understand that even if they name the sub-recipient as project manager the city/county is still responsible for the project's viability and program compliance. The applying entity must be willing to maintain an active oversight of both the project and the sub-recipient's contract performance. An inter-local agreement between the applicant entity and the sub-recipient must accompany the pre-application. The inter-local agreement must detail who will be the project manager and how the sponsoring entity and sub-recipient will coordinate work on the project. A letter from the governing board of the sub-recipient requesting the sponsorship of the project must accompany the pre-application. This letter must be signed by the board chairperson.**

Public service providers, which are usually non-profit organizations, are encouraged to apply for CDBG funds for capital improvements and major equipment purchases. Examples are delivery trucks, furnishings, fixtures, computer equipment, construction, remodeling and facility expansion. State policy prohibits the use of CDBG funds for operating and maintenance expenses. This includes paying administrative costs, salaries, etc. No more than 15 percent of the state's yearly allocation of funds may be expended for public service activities.

5. A copy of the sub-recipients By-Law's, Articles of Incorporation, and 501(c)x certification must accompany the pre-application. Sub-recipients that don't yet have these documents are not eligible for sponsorship.

6. Applications for projects that are determined to provide direct benefit to LMI residents of a distressed community/area will receive an additional two points. The determination of "distress" will be based on the most current Consolidated Plan, but may include additional documentation provided by the applicant.

7. Documents proving ownership must accompany pre-applications for projects involving real property. If the property is mortgaged, documents detailing terms of the mortgage, balance due and maturity date of the loan must accompany the pre-application

8. Projects must be consistent with the District's Consolidated Plan. The project must be included on the prioritized capital improvements list that the entity submitted for inclusion in the Consolidated Plan. A copy of the current Consolidated Plan can be downloaded from: http://www.seualg.dst.ut.us/COMMDEV/2005_ConPlan/conplan.htm

9. Economic/business development projects (where funds will be lent/granted to start or expand a business) are required to include with the pre-application: financial statements, business plans, pro-forma reports, financing strategies, etc. The project will be evaluated by the Revolving Loan Fund Manager and a feasibility report will be prepared for the RRC's use in considering the project for funding.

Entities considering such a project should contact the ALG before beginning the pre-application to obtain the necessary forms and technical assistance, and to determine if the District's Revolving Loan Fund Programs should be utilized prior to apply for additional funding.

10. All projects must demonstrate "maturity", i.e. is the project feasible as presented; can it be completed with the funding available, is there funding for ongoing operating costs? For construction projects, the applicant must consider if there is a title or ownership question; will this project require property acquisition; exceptional engineering or design work; 'sole source' protection? For planning projects-does the entity have a reasonable time-line for completing the project once the planning has been completed? Pre-applications that cannot document project maturity will not be rated and ranked.

11. All eligible applications will automatically receive the following points:

National Objective = Targeted Clientele (100%)Low Income	3 points
National Objective = Surveyed (51% +) Low Income	2 points
National Objective = Urgent Health, Welfare	1 point
National Objective = Elimination of Slum and Blight	0 points

12. All eligible applications will automatically receive one point for participation at any level in a Quality Growth Planning Program. Documentation must be provided by the applicant.

13. Applicants will be required to demonstrate how their project provides direct benefit to low-income residents and how that benefit will be documented. When applicants are choosing a project, they should consider which of the prioritized projects on their capital improvement lists best lend themselves to this outcome based performance measurement requirement. These descriptions/explanations should be included in the project narrative section.

15. No-cost technical assistance for grant administration and successful project completion is available from the Southeastern Utah Association of Local Governments. Applicants are encouraged to take advantage of this service and not budget any of their grant award for administration costs. Applications that do not include administration costs will be awarded additional three points.

**SOUTHEASTERN UTAH ASSOCIATION OF LOCAL GOVERNMENTS
RATING AND RANKING WORKSHEET**

COUNTY: _____ TOTAL SCORE: _____ RANKING: _____

APPLICANT NAME: _____

PROJECT DESCRIPTION: _____

CDBG FUNDS REQUESTED: _____

OTHER FUNDS COMMITTED: _____

LOW INCOME PERCENTAGE: _____ NO. OF PERSONS: _____

VERY LOW INCOME PERCENTAGE: _____ NO. OF PERSONS: _____

AUTOMATIC POINTS: _____ NO ADMIN POINTS: _____ DISTRESSED AREA POINTS: _____ ADA HSG: _____

**THE APPLICANT (OR SUB-RECIPIENT) HAS NOT HAD
ANY PROJECT FUNDED IN PREVIOUS YEARS (4 POINTS)**

POINTS: _____

Received a grant in the last funding year	=	0 points
1 prior funding cycle	=	1 point
2 prior funding cycles	=	2 points
3 prior funding cycles	=	3 points
4 or more prior funding cycles	=	4 points

**THIS PROJECT HAS BEEN SUBMITTED IN PREVIOUS
YEARS BUT NOT FUNDED AND THE APPLICANT/SUB-RECIPIENT
HAS HAD NO OTHER PROJECTS FUNDED (3 POINTS)**

POINTS: _____

no prior funding cycles	=	0 points
1 prior funding cycle	=	1 point
2 prior funding cycles	=	2 points
3 prior funding cycles	=	3 points

**HAS THE APPLICANT PROVIDED EVIDENCE
OF SPECIFIC CONTACT/OUTREACH, FOR THE PURPOSE
OF SPONSORSHIP, TO SPECIAL INTEREST GROUPS (I.E. DISABLED,
ELDERLY, NON-PROFIT ORGANIZATIONS, ETC.) (2 POINTS)**

POINTS: _____

Yes	=	2 points
No	=	0 points

**TOTAL NUMBER OF PEOPLE DIRECTLY
BENEFITTING FROM THE PROJECT (7 POINTS)**

POINTS: _____

More than 50% of the entity	=	7 points
25% to 50% of the entity	=	5 points
10% to 24% of the entity	=	3 point
less than 10% of the entity	=	1 point

LOW INCOME DIRECT BENEFICIARIES (10 POINTS)**POINTS: _____**

100% = 10 points	80-99% = 7 points
65-79% = 5 points	51-64% = 3 points

**VERY LOW INCOME DIRECT BENEFIT - 50% OR LESS
OF MEDIAN INCOME (12 POINTS)****POINTS: _____**

100% = 12 points	80-99% = 9 points
65-79% = 6 points	51-64% = 3 points
40-50% = 1 point	less than 40% = 0 points

**EXTREMELY LOW INCOME DIRECT BENEFIT-
30% OR LESS OF MEDIAN INCOME (15 POINTS)****POINTS: _____**

100% = 15 points	80-99% = 12 points
65-79% = 9 points	51-64% = 6 points
40-50% = 3 points	30-40% = 1 point
less than 30% = 0 points	

JOBS CREATED/RETAINED (22 POINTS)**POINTS: _____**

These jobs must be for Low/Moderate income persons. Entity must provide documentation with application. No points are awarded for temporary/construction jobs. Only permanent full-time equivalent positions will be awarded points.

1 - 3 permanent jobs	=	5 points
4 - 7 permanent jobs	=	8 points
8 - 10 permanent jobs	=	12 points
10 - 15 permanent jobs	=	18 points
15+ Permanent jobs	=	22 points

CREATION/IMPROVEMENT OF DISTRICT HOUSING STOCK

* See SEUALG Rating and Ranking for Housing Projects on page RR-7 at the end of this document

**PROJECTS THAT DIRECTLY ENHANCE THE AVAILABILITY OF ESSENTIAL
PUBLIC FACILITIES (18 POINTS)****POINTS: _____**

Only one item may be checked. The project must be directly related to providing the indicated services. Projects that are not directly related to providing the service, i.e. landscaping of public safety building or a new parking area for the *staff* of a daycare center will be awarded one point.

Water Supply/Quality:	=	18 points
Sewage Treatment:	=	14 points
Medical Services Facilities (including fixtures and equipment):	=	12 points
Fire Protection Facilities (including fixtures and equipment):	=	10 points
Human Services Facilities (daycare centers, senior centers, food banks, fixtures and equipment for emergency, supportive or transitional housing, etc., senior centers, community centers, etc.):	=	8 points
ADA Compliance/Access:	=	6 points
Recreation Facilities (playgrounds, play equipment, pavilions, restrooms, sports courts, fair and rodeo facilities, etc.):	=	4 points
Public Facilities (sidewalks, curb/gutter, street signs)	=	2 points

OTHER FUNDING PROVIDED TO COMPLETE PROJECT (10 POINTS)**POINTS: _____**

Documentation of secured funding must accompany the application. Points will not be awarded unless other funding is already guaranteed.

1-10% = 1 point	31-40% = 4 points	61-70% = 7 points
11-20% = 2 points	41-50% = 5 points	71-80% = 8 points
21-30% = 3 points	51-60% = 6 points	81-90% = 9 points
		over 90% = 10 points

PER CAPITA REVENUE 5 POINTS)*POINTS: _____**

The SEUALG will fill in the information necessary for this rating based on the information contained the most current audit, budget or other financial reports filed with the Utah State Auditor, or from financial information provided by the sub-recipient. The application from the entity with the lowest per capita revenue will be awarded 5 points. Variable points will be awarded other applications based on scaling from the highest rated project down.

$$\frac{\text{Census or update}}{\text{Total Revenue (Reports filed with the Utah State Auditor / 2000)}} = \text{Per Capita Revenue}$$

ABILITY OF GRANTEE TO ADMINISTER GRANT (6 POINTS)**POINTS: _____**

Certified Project Manager	=	6 points
Project Manger with excellent history	=	5 points
First time-applying entity as Project Mgr..	=	4 points
First time sub-recipient as project manager	=	3 points
Project manager/entity with poor history (information provided by State staff)	=	2 points

AFFORDABLE HOUSING PLAN COMPLIANCE (2 POINTS)**POINTS: _____**

Current Utah State Law requires all cities and counties to address the problems associated with the availability of affordable housing in their community's plans. Applications received from communities and counties who have complied with HB 295 by the preparation and adoption of a plan, and who are applying for a project that is intended to address an element of that plan will be give two additional points. Applicant is required to submit their latest plan along with documentation of how the project addresses an issue identified in the plan

SEUALG RATING AND RANKING CRITERIA FOR HOUSING PROJECTS

Projects eligible for points under the housing criteria are those that directly benefit the living quarters of households meeting the HUD income guidelines. Projects to acquire land and/or the provision of necessary infrastructure related directly to the development of **new** affordable and/or targeted clientele housing are eligible for housing criteria points. Necessary infrastructure includes water and sewer systems, roads (including required sidewalk, curb/gutter), electrical service, etc. Infrastructure ineligible for the housing criteria points includes recreation areas, open space, landscaping, and community or common areas (e.g., laundry, meeting, and maintenance facilities), etc. Activities not eligible for the housing criteria points can be applied for under the general “Essential Public Facilities” category. The payment of impact and connection fees is not an eligible CDBG activity. Land acquisition and infrastructure development are the only activities eligible for CDBG funding when developing new owner-occupied housing units.

Recognizing the importance of adequate, affordable, safe, housing, the Rating and Ranking Committee has set-aside funding to operate an owner-occupied rehabilitation/replacement program, along with a down-payment/closing cost assistance program, to serve income qualified residents throughout the District. Before an applicant or sub-recipient decides to apply for funding for similar activities, the applicant must contact the SEUALG to determine if the District programs can address the applicant’s specific needs and issues.

Projects to provide new accessible permanent housing units or accessibility adaptations to existing permanent housing units (rental/multi-family) for persons with physical disabilities will be awarded an additional 3 points.

PROJECT LOCATED IN AN AREA IDENTIFIED AS HAVING AFFORDABLE HOUSING PROBLEMS (10 POINTS)

POINTS: _____

The project located in an area with the most severe affordable housing shortage (as identified in the District Consolidated Plan) will be awarded 10 points. Variable points will be awarded to other applications based on scaling from the highest project. Because housing projects already outrank all other projects, if only one housing project application is received, no points will be awarded in this category.

NEW PERMANENT HOUSING UNITS CONSTRUCTED (40-45 POINTS)

POINTS: _____

The project with the highest number of units will be awarded 40 points. Variable points will be awarded to other applications based on scaling from the highest project. Eligible activities include the acquisition and rehabilitation of existing residential properties to convert to affordable units, acquisition and rehabilitation of existing commercial properties, and participating in completely new construction by acquiring land, installing infrastructure, etc., when the actual units will be constructed within two years. Applications for infrastructure development will have to document how the development is directly related to and primarily benefits the increased number of affordable units.

PERMANENT UNITS SUBSTANTIALLY REHABILITATED (35-39 POINTS)

POINTS: _____

Eligible activities are those that provide rehabilitation services to multi-family rental properties and owner-occupied properties that are otherwise not eligible for the District’s programs and that provide permanent housing to income qualified residents. The project with the highest number of units will be awarded 34 points. Variable points will be awarded to other applications based on scaling from the highest project. **Applications from PHA’s, CHDO’s or other organizations, that are for activities that could reasonably be considered *standard maintenance* (i.e., tenant damage and normal wear and tear) are discouraged. Such applications will receive the minimum points available in this category).**

PERMANENT SUPPORTIVE HOUSING FOR PERSONS WITH DISABILITIES (30-34 POINTS)

POINTS: _____

Development of permanent supportive housing for persons with mental/physical disabilities and senior citizens: Funds can be used for acquisition, rehabilitation, site preparation, purchase of fixtures and furnishings/equipment. The project providing housing to the highest number of persons will be awarded 34 points. Variable points will be awarded to other applications based on scaling from the highest project. **Applicants must demonstrate that funding for operating expenses and the supportive services associated with the housing, including sufficient staff, has been secured. Applications for activities that could reasonably be considered *standard maintenance* (tenant damage and normal wear and tear) are discouraged. Such applications will receive the minimum points available in this category.**

TRANSITIONAL HOUSING PROJECTS (25-29 POINTS)**POINTS:** _____

The development of new or the rehabilitation of existing transitional housing units: The project providing housing to the highest number of persons will be awarded 29 points. Variable points will be awarded to other applications based on scaling from the highest project. **Applicants must demonstrate that funding for operating expenses and to provide the services required for transitional housing programs, including staff, has been secured.**

EMERGENCY SHELTER PROJECTS (20-24 POINTS)**POINTS:** _____

The development of new or the rehabilitation of existing emergency shelter facilities/units: The project providing housing to the highest number of persons will be awarded 24 points. Variable points will be awarded to other applications based on scaling from the highest project. **Applicants must demonstrate that funding for operating expenses and to provide the services required for emergency/transient shelter programs, including staff, has been secured.**